

**Viota & Associates CPA LLC**

(787) 296-9060 | mforteza@viotacpa.com

Bill To:

**OFFICE OF THE FPM, LLC**  
 1225 AVENIDA JUAN PONCE DE LEON  
 SAN JUAN, PR 00907

Please pay by

01/30/2024

Invoice Total

**\$500.00**

For professional service rendered as follows:

Accounting Services - 4 hours @ \$125/per hour

Date	Staff	Activity	Hours	Units
01/16/24	Malave, Adianis	File Tax Return Quarterly Return PS Q4 2023	0.25	
01/17/24	Malave, Adianis	Accounting Services Download invoices to Dropbox, Review Invoices, calculated withholdings, invoices in Excel and Sage, Bank Reconciliation, Posted Payments in Sage	2.75	
01/25/24	Forteza, Maria	Accounting Services ACH VENDOR PAYMENTS - DECEMBER INVOICES 1 OF 2	0.50	
01/26/24	Forteza, Maria	Accounting Services ACH Vendor payment #2 & PS Withholding deposit	0.50	
				Total Amount
				<b>500.00</b>

Invoice Total

**\$500.00**

Additional information

Invoices are due upon receipt. Your prompt payment is appreciated.